

## **DEPARTMENT OF THE ARMY**

### HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND 102 MCNAIR DRIVE FORT MONROE, VIRGINIA 23651-1047

REPLY TO ATTENTION OF

ATCS-S

15 June 2006

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fatal Accident Notification and Fatality After Accident Review (FAAR)

## 1. References:

- a. AR 385-40, Accident Reporting and Records, 1 Nov 94.
- b. Change 1, 10 Oct 00, to TRADOC Reg 385-2, TRADOC Safety Program, 27 Jan 00.
- c. TRADOC Reg 1-8, TRADOC Operations Reporting, Chapter 3, 13 Nov 01.
- 2. This correspondence establishes TRADOC procedures for initial notification, investigation, and reporting on the accidental death of any TRADOC Soldier or on-duty death of a DA civilian or contract employee. The procedures outlined herein are in addition to notification and reporting procedures outlined in references listed above.
- 3. Any Senior Mission Commander (SMC) experiencing the accidental death of a Soldier or on-duty DA civilian or contract employee will notify me (telephonically or electronically) directly following discovery of the incident. The initial report will include as much information as possible on the Fatal Accident Notification and Interim Report (Enclosure 1). In addition to the initial report and the operations reporting required by reference 1c, a follow-up interim report must be submitted to me within 72 hours. The interim follow-up report will address any additional information obtained since the initial notification. In my absence, the notification and report will be submitted to the Deputy Commanding General/Chief of Staff.
- 4. SMCs will convene a Fatality Review Board (FRB) and conduct a Fatality After Action Review (FAAR) within 14 days of the incident. The purpose is to ensure these accidental losses are

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Accident Review (FAAR)

investigated in a timely manner, to identify causes or contributing factors, and determine necessary leader actions to prevent recurrences. A sample format for the FAAR is provided at Enclosure 2.

- 5. Do not delay conduct of the FAAR waiting for toxicology, autopsy, police, or other technical reports. The safety accident investigation board or AR 15-6 investigation officer will conduct a more detailed investigation to address those aspects as appropriate. Use available information to assess what happened (if practical to do so without having to speculate), identify what lessons can be learned, and share that information as quickly as possible. Supplemental data and information may be submitted in follow-up reports, as appropriate.
- 6. The FRB will be chaired by the SMC or the Chief of Staff, and as a minimum, will be comprised of the following members:
- a. Unit/organization chain of command/supervision from first-line supervisor to brigade commander or equivalent.
  - b. Command Safety Director.
- c. Medical Treatment Center Facility Commander/Officer-in-Charge for Clinical Services.
- d. Other members, as required (e.g., Alcohol and Drug Counseling Officer, Risk Reduction Officer, Provost Marshal, Chaplain, Casualty Affairs Officer, Staff Judge Advocate, and/or Chief, Mental Health Services).
- 7. Within 10 days following completion of the FAAR, the responsible SMC will provide me their assessment and report of the accident and FAAR in memorandum format. The commander's memorandum will focus on the cause(s) of the accident and any contributing factors to include leadership failures (if logically discernible from evidence available at the time), corrective actions taken, and any recommendations to prevent recurrence. A copy of the FAAR memorandum will also be provided to the TRADOC Safety Director and Command Surgeon for review and

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dissemination of generic lessons learned throughout the command. A sample memorandum format is provided at Enclosure 3.

- 8. Exemptions from this requirement must be approved by me or the Deputy Commanding General/Chief of Staff. An example warranting exemption would be a commercial transportation accident (commercial airlines, bus, etc., not under contract to or under operational control of the Army) in which a Soldier or DA civilian is fatally injured.
- 9. Aforementioned procedures will be incorporated in the next update to TRADOC Reg 385-2.
- 10. Point of contact is Ms. Cathy Pierce, TRADOC Safety Director, DSN 680-5921, (757) 788-5921.

3 Encls

WILLIAM S. WALLACE General, U.S. Army Commanding

## DISTRIBUTION:

Commander

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U.S. Army Aeronautical Services Agency

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## Fatal Accident Notification and Interim Report

(Essential Elements of Information)

Type of Accident (e.g., Aircraft, Privately Owned Vehicle, Training, etc.)

Date and Time of Accident

Location of Accident

Unit

Number/Name/Grade/Rank of Fatal Injuries

Number/Name/Grade/Rank/Condition of Non-Fatal Injuries

Number of Personnel Involved

Highest Grade/Rank Involved

Equipment Type (e.g., aircraft, POV) and Nomenclature

Environmental Conditions

Whether hazardous or sensitive materials are involved. If so, whether they are secure.

Brief Synopsis of the Accident

Any Additional Information - As Appropriate/Available

## Figure 1

# Unit Name Fatality After Action Review For Name(s)

Date of FAAR

# Fatality AAR Briefing Agenda

- Biography/Personal Data
- 48-Hour Sequence of Events
- Accident Synopsis
- Causative/Contributing Factors
- Risk Assessment/Management Plans
- Assessment of Unit's Safety Program
- Corrective Actions and Recommendations
- Unit After-Accident Initiatives

## Biography/Personal Data Name(s)

- Sex Age Rank MOS Length in Unit
- Special Training Assignments
- accident (e.g., Driver Training, Motorcycle Training, Experience/Training in activity performed at time of Parachute Jumps, etc.)
- checks, CTT scores, Army Substance Abuse Program Performance Indicators (Counseling Statements, bad files, Health Risk Assessment, etc.)
- Most Recent/Next Scheduled PCS, Training Event, Deployment
- Recent medical or mental health issues impacting Soldier
- Changes of Command in Unit
- Activated Reserve Component Personnel? Date Activated

# 48-Hour Sequence of Events

From 48 Hrs Prior to Time of Accident (N)

N-48 Hours:

N-XX Hours:

N-XX Hours:

N-XX Hours:

N-XX Hours:

N-Hour:

 Identify any training event being conducted at the time of the accident

in last 48 hours leading up to minutes/seconds before accident List significant occurrences in life of the deceased individual

# Accident Synopsis

Date: yy/mm/dd

Time: 0000 Hours

- Location (Show Map/Sketch of Accident Location)
- Environmental Conditions (Day/Night, etc.)
- Available (Contact Law Enforcement Command Other Official Civilian Agencies Accident Reports if or SJA for assistance in obtaining reports)
- Witness Statements
- Extent/Type of Injuries Sustained

# Accident Synopsis

(Continued)

- Photos of accident scene, if possible, and photos of vehicle(s)/equipment involved in accident
- Action of victim/others and sequence of events of accident
- responded, where victim was taken, time/place Emergency Response (Time to respond, who of death, etc.)
- Time and sequence of unit/unit Commander/SDO/ Safety Office notification

# Causative/Contributing Factors

(per DA Form 285)

- Physical description of equipment/vehicle (Include inspection documentation, vehicle/equipment service records, etc., if available, DA Form 285, Block 52)
- Use and type of safety equipment (seatbelt, antilock brakes, helmet, gloves, goggles, etc. – DA Form 285, Block 38)
- photos, documentation of failed/malfunctioned Vehicle/equipment failures/malfunctions (Provide parts, etc. – DA Form 285, Block 60)

## Cont'd Causative/Contributing Factors -

(per DA Form 285)

- Condition of Soldier (Blood Alcohol Content, fatigue, etc. - DA Form 285, Block 41)
- Explain who performed incorrectly and how (DA Form 285, Block 47; DA Form 285-AB-R, Blocks 36b & c)
- Reasons activity was performed incorrectly (DA Form 285, Block 46; DA Form 285-AB-R, Block 37)
- Identify/describe any leadership failure

# Unit's Safety Program Assessment

- Official/Training Holiday Safety Briefs and other **Unit Safety Briefings**
- Vehicle or Equipment Inspections
- Leave Policy
- Awards Program
- Unit Safety Awareness Profile (Trained Safety Officer/NCO, Posters, NCO Wallet Cards, Safety Days, Risk Management Training/ Implementation, etc.)

# After-Accident Initiatives

- Explain how unit used lessons learned from this accident to brief unit members
- New safety programs or countermeasure initiated since accident
- OPDs/NCODPs by Medical personnel, etc.) Medical Interventions (Critical Incident Stress Debriefings, individual counseling,
- Describe actions taken, planned, or recommended to eliminate the cause(s) of this accident (from unit level to HQDA)

XXXX-X (385)

MEMORANDUM FOR Commander, TRADOC

SUBJECT: Fatal Review Board (FRB) Fatality After Action Review (FAAR) Findings and Recommendations, (date of accident, type accident, victim name/rank)

- 1. The FRB met on XX-XXX-XX to review the circumstances surrounding the subject accident. A copy of the FRB charts is enclosed.
- 2. Information and lessons-learned from the accident/incident are as follows:
  - a. Background:
- (1) Type accident/incident: (POV, AMV, training, recreation,
  etc.)
- (2) Victim biography/personal data: (name, rank, unit, age, gender, duty status on-/off-duty, leave, pass, TDY, recently returned from overseas deployment, activated Reserve component, date activated)
- (3) Accident synopsis: include relevant events 48 hours prior to accident/incident
- (4) Training, as appropriate to accident/incident type: (Defensive Driver Course, Remedial Driver Training, Motorcycle Driver Training, etc.)
- (5) Experience/Currency, as appropriate: (How long had person been performing task/level of experience [e.g., number of years operating motorcycle, number of parachute jumps, etc.])
  - b. FAAR assessment/findings.
- (1) Causative/contributing factors: Direct/indirect, leader failure, communication failure, etc.
- (2) Lessons-learned/after-action initiatives or recommendations: What could have been done to prevent this loss? Future losses?
  - (3) Recommendations: Who needs to do what, when, how?
- 3. Information in this report is based on information currently available. The \_\_\_\_\_\_ and/or \_\_\_\_\_ (police, autopsy, etc.) reports are still pending.

XXXX-X

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4. Corrective actions identified by the board have/have not been implemented.

Encl

COMMANDER

CF: Commander, USAAC TRADOC Surgeon TRADOC Safety Director